



DEPARTMENT OF THE ARMY  
INSTALLATION MANAGEMENT AGENCY  
2511 JEFFERSON DAVIS HIGHWAY  
ARLINGTON, VA 22202



JUL 29 2003

SFIM-HR

MEMORANDUM FOR US Army Installation Management Agency Personnel

SUBJECT: US Army Installation Management Agency Policy Memorandum #8,  
Evaluation Reports and Performance Appraisal Processing

1. REFERENCES.

- a. AR 623-105, Officer Evaluations Reporting System, 1 April 1998.
- b. AR 623-205, Noncommissioned Officer Evaluation Reporting System, 15 May 2002.
- c. AR 690-400, Chapter 4302, Total Army Performance Evaluation System, 16 August 1998.

2. PURPOSE. To provide guidance to all US Army Installation Management Agency (IMA) personnel on Evaluation Reports and Performance Appraisal Processing.

3. APPLICABILITY. These procedures are applicable to all military and civilian personnel assigned and/or under the operational control of IMA.

4. POLICY.

a. Evaluation reports will be prepared fairly, accurately, and in a timely manner. All military evaluation reports must arrive at their respective Department of the Army final processing activity no later than the respective suspense date after the ending date of the report. Civilian performance appraisals will be completed on schedule in keeping with the rating periods established in reference c.

b. The evaluation report document is the single most important document in a soldier's or civilian's personnel record. Late submissions of civilian appraisals and soldiers evaluation reports may have a significant impact on the promotion and selection process. Late submission of military evaluations can adversely affect a soldier's career. Likewise, civilian performance appraisals are linked to numerous personnel actions affecting civilian employees. Late evaluations are detrimental to the Army's overall effectiveness of selecting the best-qualified individual for promotion, assignments, and schooling. The feedback to employees provided by performance appraisals is essential to effective and efficient management of the workforce.

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c. The Army's timeliness standard is 100% for evaluations and appraisals. All soldiers and civilians in leadership positions will meet that standard.

## 5. PROCEDURES.

### a. Military evaluations and rating schemes:

(1) Soldiers will be incorporated into the unit-rating scheme immediately upon arrival. Rating schemes for garrison/ASG/BSB commanders and command sergeants major are established as indicated in the enclosed rating scheme matrixes. Exceptions must be approved by the Director, IMA. HQ, IMA and IMA Region rating schemes will be updated quarterly and submitted to HQ, IMA, Human Resources Division, no later than the last working day of the quarter. Negative responses are required.

(2) All evaluations will be prepared in accordance with references above, with special emphasis on accuracy and timeliness. All evaluation reports will be finalized by the 30th calendar day after the end date of the report. Rating officials will establish internal suspense controls, which will permit completion of reports on time. For those evaluation reports requiring rating or review by the HQ, IMA office of the Director, rating officials will ensure that the reports arrive at HQ, IMA no later than the 20th calendar day after the end date of the report. After completion, these reports will be forwarded to the local Personnel Center for final processing. Senior raters mailing officer evaluation reports (OER) to the US Army Personnel Command will ensure reports arrive no later than the 90th calendar day after the end date of the report.

(3) Region Directors, when preparing garrison commander evaluations, will solicit feedback from senior commanders of tenant organizations at the installations. Feedback should address how the garrison commanders are supporting their mission and operations. This feedback is not to be categorized as a letter of input for garrison commander evaluations but as a way to assess the level of support garrison commanders provide to all organizations within their respective installations.

### b. Civilian performance ratings and appraisals:

(1) Each civilian employee will receive an annual performance rating. Rating dates are established by DA regulation for employees rated under the senior system part of the Total Army Performance Evaluation System (TAPES), reference 1c. The rating cycle for TAPES Base System employees ends on 30 September. Appraisals are due 45 days following the end of the HQ, IMA cycle. The supervisor may recommend

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quality increases or other forms of recognition for employees whose individual performance meets the criteria for cash awards.

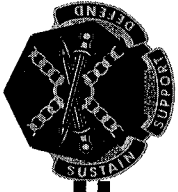
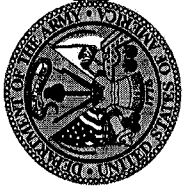
(2) In those instances when employee performance is judged to be "fair" or "unsuccessful," managers must contact the servicing CPAC prior to taking any action. In keeping with reference 1c, a number of additional procedural steps may be required in such cases.

6. PROPONENT. The Human Resources Division is the proponent for this IMA policy. POC is the Chief, Military Personnel Branch at commercial (703) 602-7443, DSN 332-7443.

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as



ANDERS B. AADLAND  
Major General, GS  
Director



## Colonel Garrison/ASG Rating Scheme

Position	Rater	Intermediate Rater/ Senior Rater	Senior Rater/ Reviewer
Garrison/ASG Commander Colonel	Region Director	N/A	Installation/Senior Mission Cdr
Deputy Garrison/ASG Commander (Military)	Garrison/ASG Commander	Region Director	Installation/Senior Mission Cdr
Deputy Garrison/ASG Commander (Civilian)	Garrison/ASG Commander	None	Region Director
Garrison/ASG CSM	Garrison/ASG Commander	Region Director	Installation/Senior Mission Cdr
Garrison/ASG Staff Principals (Military)	Garrison/ASG Commander	Region Director	Installation/Senior Mission Cdr
Garrison/ASG Staff** Principals (Civilian)	Garrison/ASG Commander	None	Region Director

\*Deputy Garrison Commander could rate GS13 w/GC as IR and RD as SR



## LTC Garrison/BSB Rating Scheme

Position	Rater	Intermediate Rater/ Senior Rater	Senior Rater/ Reviewer
BSB Commander	ASG Commander	Region Director	Installation Cdr/ Senior Mission Cdr
LTC Garrison Commander	Region Director	None	Installation Cdr/ Senior Mission Cdr
Deputy Garrison/BSB Commander (Military)	Garrison/BSB Commander	Region Director	Installation Cdr/ Senior Mission Cdr
Deputy Garrison/BSB Commander (Civilian)	Garrison/BSB Commander	None	Region Director
BSB CSM	BSB Commander	ASG Commander	Region Director
LTC Garrison CSM	Garrison Commander	Region Director	Installation Cdr/ Senior Mission Cdr
BSB Staff Principals (Military)	BSB Commander	ASG Commander	Region Director
LTC Garrison Staff Principals (Military)	Garrison Commander	Region Director	Senior Mission Cdr
LTC Garrison Staff Principals (Civilian)	Garrison Commander	None	Region Director